

IN THE FIFTH JUDICIAL DISTRICT OF IOWA

IN RE: THE CONVERSION OF PAPER
FILES TO ELECTRONIC DOCUMENTS
IN POLK COUNTY JUVENILE,
MENTAL HEALTH, DOMESTIC ABUSE,
PROBATE AND ADOPTION CASES.

ADMINISTRATIVE ORDER 2013 - 37

CLERK DISTRICT COURT

13 JUN -3 PM 4:13

POLK COUNTY, IA.

FILED

WHEREAS Iowa Court Rule 16.102 authorizes a chief judge to order the conversion of paper court files to an electronic file for any case not subject to the Iowa Rules of Court, Chapter 16 - Rules Pertaining to the Use of the Electronic Document Management System (EDMS). It is in the best interest of all for the Court to have access via EDMS to a limited number pending Polk County Juvenile, Mental Health, Domestic Abuse, Probate and Adoption case files (i.e., JVJV, MHMH, MHMJ, DADA, ESPR, GCPR, TRPR AND ATAD case types) that exist at the time the Court implements EDMS in Juvenile, Mental Health, Domestic Abuse, and Probate Divisions on Tuesday, June 4, 2013. Accordingly:

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

1. Notice is hereby given that all papers in pending and new Polk County Juvenile, Mental Health, Domestic Abuse, Probate and Adoption case files (i.e., JVJV, MHMH, MHMJ, DADA, ESPR, GCPR, TRPR AND ATAD case types) shall be filed electronically through EDMS as of 8 a.m. on Tuesday, June 4, 2013. Applicants for Mental Health and Substance Abuse commitments may file such applications and supporting documentation to begin the case by hard copy. Petitioners for Domestic Abuse actions may file initial petitions and supporting documentation by hard copy. However all such applicants and petitioners are encouraged to use EDMS when possible to initiate such actions
2. The Polk County Clerk of Court and his designees shall work with the Chief Judge, DCA and Assistant DCA III to identify specific pending or closed cases and documents that may be back scanned and/or converted for Juvenile, Mental Health, Domestic Abuse, Probate and Adoption cases for use by the

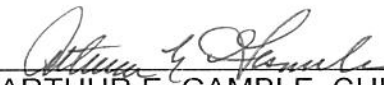
Court only per Chapter 16 Rules. Upon implementation of electronic filing in the Juvenile, Mental Health, Domestic Abuse, and Probate Divisions of the Polk County Courts, the security level of these electronic records shall be set by the Clerk of Court and his designees as identified by the EDMS Business Advisory Committee security matrix plan. Such back scanned and/or converted cases and documents shall be available only for internal Judicial Branch use due to the redaction rules, see paragraph 3 below.

3. The Polk County Clerk of Court or his designees shall send specific Notice Regarding Electronic Filing to the attorneys and parties appearing pro se as appropriate for such Juvenile, Mental Health, Domestic Abuse, Probate and Adoption cases.

4. Once notified, counsel of record or parties appearing pro se shall apply the rules pertaining to protection of personal privacy (Iowa Court Rule 16.602 through 16.607) to all future filings in that case.

5. After being notified of commencement of the electronic filing in the Polk County Juvenile, Mental Health, Domestic Abuse, and Probate Divisions, attorneys, parties appearing pro se, and all others shall file all future filings on all such cases, (e.g., pending, closed and re-opened, and newly opened) electronically unless otherwise exempted per the electronic filing rules under Chapter 16 of the Iowa Rules of Court.

DATED this 3rd day of June, 2013


ARTHUR E. GAMBLE, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: Randy Osborn, Polk County Clerk of Court
Cindy Johnson, Deputy Polk County Clerk of Court
Kristy Rasmussen, Polk County Clerk of Court's Office, Adult Mental Health Supervisor
Lisa Turner, Polk County Clerk of Court's Office, Juvenile, Domestic Abuse Division Supervisor

Joshua Miller, Polk County Clerk's Office, Training/Compliance Coordinator, Probate Supervisor
Elizabeth Baldwin, District Court Administrator
Anne Sheeley, Asst. District Court Administrator III
Marilyn Lantz, Chief Juvenile Court Officer
All Polk County District Court Judges
All Polk County District Court Court Attendants and Judicial Assistants
All Polk County Case Coordinators
Ken Bosier, Information Technology Director, Iowa Judicial Branch – EDMS Trainers
Marsha Fox, ICIS Project Manager
Brian Glass, ICIS Business Analyst
Diana Swanson, ICIS Business Analyst
Frank Severino, Polk County Attorney's Office, Juvenile Division Bureau Chief
Pat Penning, DHS Service Area Manager
Kathy Miller, Polk County Juvenile Public Defender
Mike Sorci, Director, Youth Law Center
Brent Pattison, Director, Middleton Children's Rights Center Clinic Program
Judicial Branch Website – 5th District Administrative Orders
Polk County Bar Association – Carol Burdette, Director